



## United States Court of International Trade

One Federal Plaza  
New York, NY 10278-0001  
[www.cit.uscourts.gov](http://www.cit.uscourts.gov)

Job Announcement: 16-01  
Opening Date: February 12, 2016

---

### VACANCY ANNOUNCEMENT

---

**Position:** Administrative Assistant (Full-Time Permanent)

**Salary:** \$40,077 - \$65,116 (CL 24)  
Actual starting salary commensurate with qualifications, salary, and experience.

**Closing Date:** March 4, 2016

---

#### Position Overview:

The United States Court of International Trade is accepting applications for an Administrative Assistant located in the Office of the Clerk. The Administrative Assistant provides administrative, technical, and secretarial assistance to the Clerk of Court and Chief Deputy Clerk. The incumbent also provides assistance to all sections of the Clerk's Office. The incumbent performs administrative duties such as filing, copying, distributing mail, inputting data, answering and handling phone calls, greeting visitors and creating, formatting and assembling reports.

#### Duties and Responsibilities:

- Perform office reception duties, including answering telephones and greeting in-person visitors. Answer routine questions and direct callers or visitors to appropriate location.
- Prepare form letters, notices, and other correspondence from templates, notes and reports. Proofread and edit documents for accuracy, proper grammar, and spelling. Maintain correspondence files and document control records.
- Review and organize incoming mail and route applicable correspondence to appropriate staff for handling.
- Maintain, update, and track paper and electronic files. Scan, copy, and file documents and locate and provide requested files and documents.
- Assist in maintaining calendars, scheduling appointments and arranging meetings.
- Maintain office consumable supplies.
- Maintain logs, tracking forms, spreadsheets, and databases. Generate standard reports from databases.
- Perform data entry functions.
- Liaison with Court Committees, coordinating their meetings and distributing agendas, notices and meeting minutes.
- Assist with special event projects.

#### Qualifications:

To qualify for this position at the CL-24 level, applicants must have at least one year of specialized experience. Specialized experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involves the routine use of automated software and keyboarding for word processing, data entry and report generation. An undergraduate degree is required.

The successful candidate should possess excellent communication (written and oral), interpersonal and organizational skills; be responsible, poised and tactful; and demonstrate good judgment and present a professional appearance and demeanor. Time management skills and attention to detail are critical. He/she must be able to work harmoniously with others. The incumbent must be able to handle confidential matters appropriately. Proficiency in using computers and applications, such as word processing, spreadsheets, and email are required. Knowledge of MS Office and Lotus Notes is desired.

#### Benefits:

A generous benefits package is available and includes the following: paid annual and sick leave; ten paid federal holidays; participation in the Federal Employees Health Benefits Program (FEHB), Federal Employees Dental and Vision Insurance Program (FEDVIP), Federal Employees Group Life Insurance (FGLI), Flexible Benefit Program, Long-Term Care

Insurance through the Federal Judiciary or OPM, Federal Employees Retirement System (FERS) and Thrift Savings Plan (TSP). The United States Court of International Trade currently offers public transportation vouchers (TransitChek), gym membership, and a Court Achievement Program (CAP).

**Conditions of Employment:**

Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship. All appointments are subject to an FBI background check. Employees of the U.S. Court of International Trade are “at-will” employees and are required to adhere to the Code of Conduct for Judicial Employees. Electronic Funds Transfer (EFT) is mandatory for payment of net pay.

**Application Procedure:**

Qualified applicants must submit a cover letter, specifying how you satisfy the qualifications listed above, a résumé, two letters of recommendation and an [Application for Judicial Employment \(AO78\)](#). The form can be found at [www.cit.uscourts.gov](http://www.cit.uscourts.gov) under Human Resources. All applications should be directed via mail (postmarked by the closing date) to: United States Court of International Trade, One Federal Plaza, New York, NY 10278-0001, Attn: Human Resources, #16-01 or via e-mail in PDF or Word format to: Human\_Resources @cit.uscourts.gov. Please include the title of the position and job announcement in the subject line. Failure to submit a complete application will not be considered. Please use only one method of application. Only applicants selected for an interview will be notified.

**UNITED STATES COURT OF INTERNATIONAL TRADE IS AN EQUAL OPPORTUNITY EMPLOYER**